

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

### ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

<b>Salary:</b>	\$4,400-\$5,348	<b>Work Hours:</b>	Core Hours of 8:00 a.m. – 5:00 p.m.
<b>Tenure/Timebase:</b>	Permanent/Fulltime	<b>Final Filing Date:</b>	Until Filled
	Sherry Rossi (916) 323-7157 <a href="mailto:srossi@ctc.ca.gov">srossi@ctc.ca.gov</a>	<b>Office/Location:</b>	Commission on Teacher Credentialing Certification, Assignment & Waivers Division 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

**DUTIES:** Under the general direction of the Staff Services Manager II, the incumbent is responsible for a broad range of technical knowledge including telecommunications, Microsoft Office Suite applications, survey instruments and Web technology, as well as project management skills:

- Development and design of web layout and applications, and maintenance for the CAW Training Office Intranet. CAWD Liaison with ETSS to resolve any problems with the CAW Training Office Intranet Develop surveys and other instruments to obtain input on a variety of topics related to CAWD. In coordination with CTC staff, contractors and vendors, design and develop approved content into automated training modules using Office Suite applications including Word, Excel, Captivate, Filemaker Pro, Powerpoint and Microsoft Project. Provide training and assistance to staff on use of technological systems required to test, validate and access self-paced training programs.
- Schedule, coordinate and facilitate the technological aspects of both live and web-cast workshops and training sessions. Liaison with ETSS in archiving various workshops and training sessions. Provide training and assistance to staff on use of associated technological systems and equipment.
- Lead over the preparation and monitoring of grants and contracts necessary to carry out the functions of the Technology and Operational Support Branch, selection of bidders, and the coordination of duties as defined under the scope of services. Audit billings for approval or denial; track contract expenditures and encumbrances in accordance with state and departmental policies and procedures.
- Review internal processes for efficiencies and streamline redundancies. Develop systems to automate processes, record, track, and create reports and activities using various software applications. Prepare reports, reference materials, and review and write unit procedures.

#### DESIRABLE QUALIFICATIONS:

- **Dependable** – is punctual, reliable, and maintains good attendance.
- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

#### CONDITIONS OF EMPLOYMENT: *Fingerprint Clearance is Required.*

**WHO MAY APPLY:** Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State Restriction of Appointment (SROA).

**IMPORTANT NOTE:** Interested applicants must submit a State Application form, STD 678 to the above address and contact person. All applicants must clearly indicate the basis of their eligibility (*i.e.*, *SROA*, *surplus*, *reemployment*, *reinstatement*, *transfer*, or *list eligibility*) and include RPA No. 09-059 on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.